



USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

Solicitation is open to: Afghan Nationals Only
Position Title: Supply Clerk
Type of vacancy: Single
Opening date: October 18, 2015
Closing date: October 29, 2015
Work hours: 40 hours (Full time)
Position Grade: FSN-05
Vacancy announcement USAID/306/16/04/EXO

The United States Government (USG), represented by the U.S. Agency for International Development (USAID) Mission in Afghanistan, is seeking applications from qualified Afghan Nationals to provide personal services as **Supply Clerk** under a personal services contract, as described in the attached solicitation.

BASIC FUNCTION OF THE POSITION:

Conducts the day to day administrative and operations functions of the Property Unit, overseeing a multi-million dollar inventory of expendable and non-expendable property in multiple facilities at multiple locations. Supervises warehousemen and trades helpers in the use of material handling equipment, and the handling, storage, and distribution of supplies and equipment throughout the mission and provides safety oversight of storage facilities and equipment.

Maintains detailed records in both electronic and hard copy formats utilizing various computerized systems. Prepares regular reports including inventory and receiving reports, disposition and transfer documentation and the updating of official records. Serves as the Acting Property Operations Assistant in their absence, and assist in the overall responsibility for receiving and handling, tracking and monitoring, the status and location of all property.

MAJOR DUTIES AND RESPONSIBILITIES:

- Direct the day-to-day work for FSN-03 Supplies Clerks (Property-Trades Helpers)
- Oversee all functions of receiving property including unpacking, identifying, and checking items against receiving documents and acknowledging receipt.
- Ensure the safety and security of USAID/Afghanistan stockrooms from abuse, misuse and theft including conducting regular safety talks and coordinating required trainings.

PROPERTY TRACKING AND MONITORING:

- Determine appropriate item code for hundreds of different items of inventory.
- Coordinate and conduct regular inventories of expendable and non-expendable property.
- Arrange/conduct periodic inventories and spot checks to monitor maintenance/utilization of USG property. Reviews reports and enter changes into the computerized expendable and non-expendable property application (NEPA) system.

- Track property items being repaired; maintain temporary status record and update NEPA system. Determine cause of damage and determine amount of money to be collected from personnel to whom property was issued.

RECEIVING:

- Directs moving of all incoming items to storage areas using mechanized materials handling equipment such as forklifts, as well as hand trucks.
- Plans optimization of storage space to accommodate changing inventories of stored property
- Prepares written Receiving and Inspection Reports (RIR) for receipt of items within 10 days of receipt and immediately input data into USAID tracking system. RIR to include any damage or missing segments and RIR distributed to Deputy/Executive Operation and staff.
- Plans and direct the unloading, movement, assembly and placement of supplies and property.
- Computer entry of expendable and non-expendable items into USAID/Afghanistan property management systems.
- Uses USAID/Afghanistan database to analyze stock use, review minimum/maximum levels for re-order levels, prepare replenishment orders and submit reports monthly to D/EXO-Operations and Property Assistant Operations Assistant for approval.
- Coordinates with Offices and Sections to study efficient use of stock, purge unused items, and determine best practices for stock control and supplies management.

MAINTENANCE:

- Maintains continuing inventory records, locating and counting stock on hand, and comparing totals with storage area tags, and updating stock records.
- Maintenance of stock record cards, property record cards, and custody records of the office furnishings and equipment issued to USAID/Afghanistan staff.
- Determines appropriate item code for almost 500 different items of inventory
- Determines life cycle of property based on appropriate regulations and historical data; and estimate salvage value based on historical earnings.
- Overall responsibility for tracking and monitoring status and location of the complete inventory of USAID expendable and non-expendable supplies, working with the Embassy GSO Supplies and Warehouse sections to insure the integrity and safekeeping of USG property, compiling and reviewing incoming/outgoing reports.

ISSUANCE AND TRANSFER:

- Maintains master inventory of the Agency's expendable and nonexpendable property, numbering over 500 individual pieces of property, and records status of issue from the warehouse to the recipient.
- Transmits copy of transfer document to the new responsible officer, establish suspense date, and ensure receipt of signed accountability documents.
- Review and ensure compliance of requisitions submitted for issuance of expendable supplies and non-expendable property, and also obtain concurrence of Property Management Assistant on items of substantial value or short supply.
- Manages the requisitioning of supplies by more than 10 offices, maintaining hard and soft copy of requisitions.
- Issues requisitioned supplies, picking item from stored inventory, adjusting inventory records, assembling items, and moving to warehouse checkout area.
- Oversees the receiving and inspection of all expendable and non-expendable goods and equipment purchased by the Mission.
- Record Keeping- hard and soft copies of inventories, transfers, receiving and personnel.

DISPOSAL:

- Determines life cycle of property based on appropriate regulations and historical data; and estimate salvage value based on historical earnings.

Determines, in conjunction with Property Operations Assistant which office equipment, furniture,

appliance and equipment is due for disposal; determines appropriate disposal methods, e.g., sale, transfer or destruction and prepare the appropriate forms and documentation such as OF-132 and obtains signatures of the appropriate Office.

QUALIFICATIONS/EVALUATION CRITERIA:

Education: Completion of high school is required.

Experience: A minimum of two years of practical experience in warehousing and supply related activities, of which preferably two years should have been in a warehouse or supply program of an international organization.

Language Proficiency: Level III (good working knowledge) speaking/reading of English language and Level III (good working knowledge) speaking/reading of Dari and/or Pasto is required.

Job Knowledge: Incumbent must have good working knowledge of storekeeping, supply procedures and local instructions.

Skills and Abilities: Able to operate material handling equipment such as forklifts, pallet trucks and hand trucks is needed. Level I typing ability (less than 40 words per minute) with good computer skills in the use of e-mail and computer programs is required. Ability to deal effectively with customers, liaise with outside contacts and organize/prioritize multiple tasks is essential.

HOW TO APPLY:

Applicants are requested to submit a complete application package which must include all required documents to AFPAKjobs@usaid.gov with a **Subject line: Supply Clerk (OM1604)**

ANY/ALL application submissions after the closing date of October 29, 2015 will not be considered.

REQUIRED DOCUMENTS:

1. Cover memo/email outlining your qualifications and experience against the selection criteria.
2. Application for Employment (AE) as a Locally Employed Staff (DS-174)
http://kabul.usembassy.gov/job_opportunities2.html
<http://www.state.gov/documents/organization/136408.pdf> and/or
3. A current resume or a curriculum vita that provides the same information found on the DS-174 form.

(We understand that not all applicants are able to download the application from the internet. Please state this in your cover memo/email if this is the case. For candidates who are short listed, a DS-174 will be required in order to advance in the process.)

Note:

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with insufficient information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Female candidates are strongly encouraged to apply.
- Ø Applications submitted as RAR file will not be accepted by the system

**USAID IS AN EQUAL OPPORTUNITY EMPLOYER
ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO APPLY**